



THE CITY OF SAN DIEGO

CITIZENS' EQUAL OPPORTUNITY COMMISSION

MEETING MINUTES

Wednesday, March 4, 2015

6:00 – 8:00 p.m.

City Administration Building

12th Floor Committee Room

202 C Street – 12th Floor

San Diego, CA 92101

CALL TO ORDER at: 6:02 pm by Chair Corbin

ROLL CALL:

Stampp Corbin, Chair

Kristine Custodio

Lan Jefferson

Dan Ortiz

Rafael Perez

Laura Warner

Monte Jones

Jon Cloud

EXCUSED:

Gregg Torwick, Vice Chair

STAFF & GUESTS:

Dennis Gakunga, Director, Purchasing & Contracting

Henry Foster III, Program Manager, Equal Opportunity Contracting

Claudia Abarca, Supervising Management Analyst, Equal Opportunity Contracting

Christian Silva, Senior Management Analyst, Equal Opportunity Contracting

Kymeshia Morris, Associate Management Analyst, Equal Opportunity Contracting

Cheryl Stadille, Associate Management Analyst, Equal Opportunity Contracting

Abdur-Rahim Hameed, President/CEO, National Black Contractors Association

APPROVAL OF: Meeting Minutes of January 7, 2015
Minutes approved unanimously (7/0)

Commissioner Warner requested to change the request listed under the Procurement Process Overview presentation to include a timeline for contracting from the Purchasing & Contracting Department. Commissioner Warner also requested to revise the Bidding & Contracting Subcommittee update to include an issues list of contracting challenges for S/ELBEs to be provided at a later date.

Motion made by Commissioner Custodio to approve January 7th Meeting Minutes with revisions, seconded by Rafael Perez. Minutes approved unanimously.

NON AGENDA PUBLIC COMMENT: Abdur-Rahim Hameed, President/CEO, National Black Contractors Association.

Mr. Hameed raised concerns regarding the gross disparity of people of color and women in the City of San Diego contracting community.

Chair Corbin requested Mr. Hameed to put a presentation/action item together about the issue and present at the next meeting (April 1, 2015).

DISCUSSION/ACTION ITEMS: Letter to Mayor Faulconer & City Council. ([Attachment A](#))

The Commissioners reviewed a draft letter to Mayor Faulconer & City Council requesting for a disparity study to be conducted for City contracting and the inclusion of unrepresented minority groups in staffing the Commission per SDMC §26.16.

- Disparity study: Commissioners expressed concerns regarding the lack of baseline data to dutifully carry out its chare in evaluating the efficiency of the EOCP. Data must be collected to establish benchmarks for the complete review from advertising to award of the EOCP contracting process.
- Municipal Code Section 26.16 (b): The Commissioners re-requested changes to Municipal Code Section 26.16 to include both women and disabled veterans. In particular, the Commission previously sent a letter to the Mayor and City Council in July of 2014 requesting the same addition of women and disabled veterans.
- Improvements to Bid & Contracting Process: Commissioners provided a list of ongoing issues that pose challenges to certified ELBE/SLBE firms for review and consideration to conduct an efficiency review of procuring departments. Commissioners requested a semi-annual report be presented to City Council with recommendations for ongoing improvements.

Motion made by Commissioner Lan Jefferson to approve Letter to Mayor Faulconer & City Council, seconded by Rafael Perez. Letter approved unanimously.

STAFF UPDATES: Christian Silva, Equal Opportunity Contracting (EOC) Program Update

Staff gave an update on the SLBE program, contracting updates, training attended by employees, and outreach events ([Attachment B](#)). The SLBE program continues to increase in certified participation in Architectural and Engineering and Capital Improvement Project contracts. The SLBE program is reviewing new applications more efficiently in comparison to previous years.

Commissioners requested to be notified about upcoming outreach events in which SLBE program staff plan to attend.

CHAIR ANNOUNCEMENTS: None.

SUBCOMMITTEE REPORTS:

- **Data Subcommittee**

Commissioner Custodio (Subcommittee Chair) provided an update to the commission and requested procedures on how to formalize a report to City Council which will detail City contracting for Fiscal Year 2014. The subcommittee has discussed Semi-annual reporting to City Council & EOC progress.

- **Public Relations Subcommittee**

Commissioner Perez (Subcommittee Chair) requested information on how to receive notifications regarding City bidding opportunities and discussed the recent change of the subcommittees' meeting time to the 3rd Thursday of every month starting at 3:00 p.m. ([Attachment C](#)).

Staff will look into a PlanetBids overview for Commissioners illustrating how to find bidding opportunities and register to receive future bidding notifications. \

Commissioners requested to be included in the development of the EOCP newsletter.

- **Bidding & Contracting Subcommittee**

Commissioner Warner (Subcommittee Chair) stated that the subcommittee was reviewing Architecture and Engineering consultant list procedures. ([Attachment D](#)).

Commissioner Custodio to request a Commission presentation and/or meeting with the Department of Public Works to review complaints about SLBE prime contractors and the implementation of more stringent qualifications for participation on City contracts.

ADJOURNMENT: 8:00 pm

NEXT MEETING: April 1, 2015

MATERIALS PROVIDED:

- [Attachment A](#) – Letter to Mayor Faulconer & City Council
- [Attachment B](#) – EOC Program Update
- [Attachment C](#) – Public Relations Subcommittee Update
- [Attachment D](#) – Bidding & Contracting Subcommittee update